



City of Cincinnati
Greater Cincinnati Water Works
Claim Form



Procedure for Filing a Claim with the City of Cincinnati, Greater Cincinnati Water Works

Claimant should provide the information listed below:

1. Written statement describing the incident
2. Dated pictures of the damage, if available
3. Written statement of costs incurred, including copies of any relevant invoices and paid receipts
4. Copy of all claimant's insurance coverage relevant to this claim showing all deductibles
5. Copy of written evidence that insurance has denied your claim

Claimant's Name:

Telephone:

Street Address:

City:

State:

Zip Code:

Date of Incident (MM/DD/YY):

Approximate Time of Incident (HH:MM am/pm):

Location of Incident:

Witness(es)

Name:

Contact information:

Brief Description of Incident (attach additional pages if needed):

Mail or Fax this form to:
Damage Claims - Kathy Johnson
Metropolitan Sewer District of Greater Cincinnati
1600 Gest Street
Cincinnati, OH 45204
513-591-6718 Damage Claim Hotline
Fax: 513-557-7189

Please attach applicable documents listed in items 2-5 above.